

RETURN TO
RECORDS MANAGEMENT DIVISION

Chief, Management Staff

12 May 1954

Chief, Records Management Division

Weekly Report - Week Ending 12 May 1954

1. Activity on the twenty-one projects in process in this Division continues without interruption. The details with respect to the progress made on each one of these projects is reflected in the recordings made on the Project Assignment Sheets.

2. The following represents a summary of the most significant items for the week:

25X1 a. The Office of Training is in process of request-
25X1 ing the transfer of [] records analyst, GS-9,
now on duty in this Division, for the position of Area Records
Officer. [] was selected from a panel of four
names suggested. The selection of this person is a good illus-
tration of the operation of a Career Service program.

25X1 b. The Department of the Air Force has requested
this Agency to permit [] in charge of our Forms
Management Program, to be a guest lecturer and observer in
the Third Air Research and Development Command, Forms Manage-
ment Seminar, to be held in Baltimore, Maryland, during the
period of 26 through 28 May 1954. The Security Office has
indicated its approval of this request. This is a recognition
of the ability of a member of our staff in this particular
field.

c. The Chief, Graphics Registry, has requested
that provision be made in the new Records Center for the stor-
age of nitrate film. This request is being evaluated in terms
of safety, and the experience of the National Archives and
Records Service is being obtained before a decision is made.

d. The work load in Forms Management continues to
be heavy. We received 83 requisitions during the past week
and have pending 26 to be processed, representing approxi-
mately 8 man-days work.

e. The movement of inactive records from office
space to the Records Center continues at a steady rate. We
now have on hand 13,063 cu. ft. of records. This is equivalent
to 2,177 4-drawer letter size file cabinets with a replacement
value of \$469,252.35.

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f. Arrangements have been completed with the Office of Training to provide for four Area Records Officers throughout the Agency to attend a special Records Management Training Program being conducted jointly by American University and the National Archives. This training will be undertaken at Agency expense. In addition to providing additional technical information for use in their current duties, persons attending the course may receive two hours credit towards graduate or undergraduate degrees.



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Report for Week Ending 12 May 1954 from
REPORTS AND CORRESPONDENCE MANAGEMENT BRANCH

Project 4-91 - Review of Records Management Program, Logistics
Office

- X ✓ a. Correspondence Management - Project suspended pending return of analyst from annual leave. Review is 20% complete. ✓
- X b. Reports Management - Reports management operating guides were furnished the Logistics Office program administrator for his guidance in developing an implementing Office notice. ✓

X ✓ Project 4-94 - Office of the Comptroller, Reports Management
Program

✓ No change from previous report. Project is 10% complete.

X ✓ Project 4-98 - Correspondence Handbook

✓ Revision of Handbook and reconciliation of comments are continuing. Project is 75% complete.

General Information

- a. Headquarters-wide Use of Letterex - Supplies of the descriptive flier on Letterex were furnished Building Supply Officers. The Logistics Office also proposes to publicize the use of Letterex in its next issue of the "Supply Bulletin."
- b. Reports Management Program Prospectus - Draft was revised based on comments from the Assistant Management Officer (DD/A Area). Project is 80% complete.
- c. Branch Progress and Status Report - A summary of completed projects, projects in progress, and planned projects was developed to justify the proposed Branch table of organization.
- d. Program Regulations - Revised and resubmitted to Mr. Carrico proposed Agency regulations on Reports and Correspondence Management.

Chief, Reports & Correspondence
Management Branch

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Report for Week Ending 12 May 1954 from
FORMS MANAGEMENT BRANCH

During the past week there were no significant changes which would appear to justify entering into this report.

Summary of Individual Forms Actions

	No. of Requisitions	No. of Copies
New	6	24,100
Revised	8	958,500
Reprints	69	6,043,250
Total	<u>83</u>	<u>7,025,850</u>

Requisitions Pending

There are a total of 26 requisitions pending. This represents a back-log of approximately three to four days work.

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Report for Week Ending 12 May 1954 from
RECORDS DISPOSITION BRANCH

Project 4-77 - Records Management Survey, Office of
Scientific Intelligence

X ✓ 260 describable items covering an estimated 1,946 feet of records
have been listed. Preliminary appraisals have been made. 30%

Project 4-78 - Records Management Survey, Office of General
Counsel

X ✓ No change from last report. 99%

Project 4-91 - Review of Records Management Program, Logistics
Office

X ✓ No change from last report. reports 5%
correspondence 20%

Project 4-97 - Records Disposition Handbook

X ✓ No change from last report. 25%

X Project 4-113 - Records Management Survey, Foreign Documents
Division

✓ 208 describable items covering an estimated 2204 feet of records
have been listed. Preliminary appraisals have been made. 61%

✓ Project 4-114 - Records Management Survey, Auditor-in-Chief and
Audit Office

✓ The Records Management Survey has been approved and the necessary
signatures obtained.

Project 4-116 - Records Management Survey, Security Office

X ✓ 52 describable items covering an estimated 325 feet of records
have been listed. Preliminary appraisals have been made. 32%

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Report for Week Ending 12 May 1954 from
RECORDS SYSTEMS BRANCH

Project 4-76 - Records Management Survey, Medical Office

X ✓ No change from previous report. Project approximately 75% complete.

Project 4-79 - Records Management Survey, FBID

X ✓ Project approximately 74% complete. During the week 13 cu. ft. of records were transferred to the Records Center. An additional 51 cu. ft. of records were disposed of on the spot. Files have been established for two more of the analysts in the Radio Propaganda Branch.

X ✓ Project 4-80 - Agency-wide Microphotography Survey

No change from previous report. Project approximately 70% complete. ✓

X ✓ Project 4-81 - Security Desk Trays

No change from previous report. Project approximately 85% complete.

Project 4-82 - Handbook for the Subject Classification and Filing of Correspondence Records - HB 40-150

X ✓ Revised Exhibits for inclusion in Handbook have been submitted to Printing and Reproduction Division. Typing of Handbook for submission to Regulations Control Staff for authentication will be completed this week. Graphics Branch, ORR has not yet completed cover. A meeting with the Inspector General is still pending. Project approximately 97% complete.

X ✓ Project 4-83 - Vital Materials Deposit Schedules for All Offices

No change from previous report. Project approximately 77% complete.

Project 4-84 - Vital Materials Microfilm Projects

X ✓ Microfilming of Vital Materials in the Security Office was completed on Monday 10 May. Microfilming of the Personnel Position Inventories will commence to-day, 12 May. This will complete the filming of Vital Materials in the Personnel Office. Project approximately 80% complete. 100%

CD
✓ Filming of the BR dossiers continues. This project is approximately 33% complete.

25X1 A meeting was held with [] to discuss ways in which microfilming of this project might be accelerated. Resulting from this meeting it was decided that an additional camera be used on this project. Presently we are using two experienced microphotographers on one camera, one person being fully occupied on the actual filming operation, while the other microphotographer is used for the reassembling of materials filmed. With the establishment of a second camera, both microphotographers will be used exclusively for filming and the responsibility for reassembling will rest with a BR employee, as all dossiers must be screened by BR personnel prior to our filming, [] has asked that we defer making this change until next week. This delay will afford BR time to step up their screening activity and keep ahead of our increased filming operation.

omit from PHS
✓ Project 4-96 - Vital Materials Handbook

✓ No change from previous report. Project approximately 5% complete.

General Information

- 25X1 1. The transfer of all [] material, from the Repository to the Records Center, was accomplished on Friday, 7 May.
- 25X1 2. All Area Records Officers receiving a quarterly inventory of Vital Materials deposits have registered their approval to the proposed changes to be made in this inventory.
- 25X1 3. [] of this office met with [] of Logistics Office on 6 May 1954 relative to Notice 45-250-2, Standardization of Filing Supplies. Discussion revolved around the possibility of standardizing a heavy duty folder in addition to the present standard folders. Logistics has received many requests from the DD/P area for such a folder. They (Logistics) feel that this action would eliminate the need for processing many requisitions for non standard folders and still satisfy the requesting office. This office agreed to investigate the possibility of stocking a heavier type folder and will meet with Logistics again on 17 May to discuss it further.
- 25X1 4. Three requisitions were approved during the week for portable microfilm equipment for overseas use. Since two of the requisitions called for a camera which lacked a proven record of satisfactory performance [] together with [] of OCD, who has worked closely with the manufacturer in the development of this camera, visited the local distributor to check its current performance. It appears that the early difficulties have now been overcome.

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Report For Week Ending 11 May 1954
RECORDS CENTER BRANCH

Accessioning

The Center received five more cabinets of TS material. This makes a total of ten cabinets received to date. This material remains under the control of TSC/OCD.

The rate of accessioning is continuing at the same level as previous weeks. During this week the following accessions were received:

Comptroller	7 cubic feet
ORR	2
DDP	1
OCD	<u>1</u>
	11 cubic feet

Total accessions to date - 145.

Reference

The amount of NIS returns continues to be heavy from the Air Force. Also, twenty-five cubic feet were returned from the Far East Section of G-2.

Reference service to inactive records stored is continuing at a high rate as compared to previous weeks.

General

Several meetings were held with representatives of the Records Management Division, National Archives and Records Service, in order to secure information regarding position descriptions and staffing in the Federal Records Centers.

A meeting has been set up with Mr. Marcus Price, Chief, Audio-Visual Records Branch, National Archives, for next Friday at which time facts and figures will be secured relating to the storage of nitrate film versus recopying of such film.

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